Central Wisconsin Community Action Council, Inc. <u>EPF&A Committee Meeting Minutes</u> February 14, 2014

Present: Muriel Harper, Dave Singer, and John Earl

Excused Absence: Jim Layman

Staff: Fred Hebert, Kari Labansky, and Donna Lynch

Guests: Scott Beard, Renee Greenland, and Charlie Krupa

1. John Earl called the meeting to order and roll call was taken with three members present.

- 2. Motion passed by unanimous vote approving the agenda and minutes of the January 24, 2014 EPF&A Committee Meeting.
- 3. Fred reported that with the propane shortage, Energy Assistance Programs in all counties have been unusually busy. In particular, Adams Energy Assistance has been inundated with crisis calls and situations which have caused the State to become involved. The issues have been resolved however Fred continues to monitor the situation.
- 4. Kari Labansky presented a CWCAC Cash History report from January to October 2013 which reflected a decrease in cash mid-year due to the end of the Weatherization contract. She also presented information on financial audit requirements and information she needs to provide to the auditors. Motion passed by unanimous vote approving the Finance Report as presented with thanks to Kari and Jim for their hard work.
- 5. Committee members discussed the process for replacement of Bill Gomoll's position as Board Vice President/PBP Committee Chair which will take place at the February Board Meeting; options for this process will be sent in board packets. Fred presented the board member application for Joy Casperson replacing Bill Gomoll as Adams County Special Interest Group Rep Education. He also mentioned changing Charlie Krupa, Juneau County Special Interest Group Rep Education, to Building.
- 6. We are waiting to hear back from Glenville Timberwrights regarding the buy-out Resolution which reflects a buy-out of \$245,000 (\$215,000 within 60 days and \$30,000 collected in escrow to be paid back in not more than 8 years).
- 7. Committee members discussed succession planning for replacement of the Executive Director position when needed in the very distant future. Motion passed by unanimous vote directing Fred to develop options for a process to hire or replace the Executive Director position.
- 8. Board of Directors Annual Training will be discussed at the next EPF&A Committee Meeting.
- 9. Fred reported we are renting the boardroom to two churches on the weekends generating an additional \$10,000 income for the agency.
- 10. WISCAP is planning a 50th Year Anniversary Celebration of the Economic Opportunity Act.
- 11. Meeting adjourned Next Meeting March 21, 2014 @ Necedah Library Community Room (Rolan's Groundbreaking Postponed until March 21st)